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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of March, 2024 were approved by the Mason Transit Authority Board, by motion, on this 16th day of April, 2024.

DocuSigned by:
Eric Onisko
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Eric Onisko, Chair

DocuSigned by:
John Sheridan
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John Sheridan, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

Richard Lee, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
61BB6972A7154D6...
Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht DATE: 4/25/2024
Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
March 19, 2024
Virtually and at
Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 1:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Chair; John Sheridan, Vice Chair, Cyndy Brehmeyer, Richard Lee, Wes Martin and Ryan Spurling.

   Authority Voting Board Members Present via Zoom: Randy Neatherlin and Kevin Shutty. *Quorum met.*

   Authority Voting Board Members Not Present: Sharon Trask

   Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: Rob Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – Autumn, a member of the public attending the meeting in person at the T-CC, shared that she had been riding Mason Transit since 1996 and was grateful for public transit. Autumn requested that consideration be made when more manpower was available to extend service after 5:30 pm to Olympia so she could be home by 8 pm. She lives in Olympia and works in Shelton. Also, it would be nice to have Sunday service so she could get to church on Sunday mornings.

4. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through C as follows and as presented:

   A. February 20, 2024 MTA regular Board meeting minutes.
   B. Payments of February 1, 2024 through February 29, 2024 financial obligations on checks#38332 through #38455, as presented for a total of $646,209.88.

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C. Approve the updated Authority Board Committees to include the new Board members as set forth in the agenda.

Sheridan/Martin. Motion carried.

5. APPROVAL OF AGENDA

Moved that the agenda for the March 19, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Brehmeyer. Motion carried.**

6. STAFF AND INFORMATION REPORTS:

A. Financial Reports. Current sales tax revenue is 4% over budget. The cash balance is higher as a result of needing funds to pay for the buses and cutaways that are being delivered. Board member Martin inquired as to whether or not there was investment income from the investment account reserves. Ms. Asher indicated that the investment reserves are held with the Mason County Treasurer's office and is reflected in the Statement of Financial Activities.

B. Management Reports.

- **Recruiting.** Amy Asher, General Manager, shared that she and Prothman had recently had a discussion regarding next steps in the hiring process. She indicated that she will be scheduling HR and Finance Board Committee meetings to discuss Plan B ideas such as recruitment packages, signing bonus, salaries, etc. Board member Martin stated that Prothman is a top-notch, well-respected recruitment agency.
- **Audits**. Ms. Asher shared with the Board the various routine audits in which MTA is responding to and providing documents and information. Ms. Asher also shared that MTA just finished the Drug & Alcohol program audit and MTA passed with flying colors thanks to Ms. Dorian's meticulous record-keeping. MTA is currently in the process of the Washington State Department of Transportation audit.
- **Recognition**.

  Employee of the Year. Ms. Asher shared that one of MTA's drivers, Nathan Zimbeck, was selected by employees of Mason Transit to be MTA's 2023 Employee of the Year. Mr. Zimbeck will have a designated parking spot nearest the building for the next year. Recognition of this award has been placed on MTA's monitors and his name has been engraved and placed on the Employee of the Year plaque.

  Certified Municipal Clerk. Ms. Asher also recognized the Board's Clerk, Tracy Becht, as having recently received her designation as Certified Municipal Clerk by the International Institute of Municipal Clerks. Ms. Asher indicated that IIMC grants the CMC designation only to those Municipal Clerks who complete demanding education requirements and who have a record of significant contributions to their local government, their community and state.

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- **Maintenance**. Paul Bolte, Facilities and Fleet Maintenance Manager, indicated that MTA has recently received its 5 new Gillig buses and 7 of 10 cutaways. MTA is also undergoing its first conversion to propane fuel and installation of the system will be going live next week. Some of the spring-cleaning tasks will be pressure washing at the park and rides and garden clean-up.
- **Operations**. Jason Rowe, Operations Manager, updated the Board that the new Driver class began on Monday, and Driver Appreciation Day was celebrated that day as well. The new pilot route serving the McCleary area has received positive feedback and that having five riders per day so early in the pilot is great. Board member Martin asked Mr. Rowe if MTA has been asked to provide service for the annual McCleary Bear Festival in June. Mr. Rowe indicated MTA has not, but that it was a great opportunity, and he would ask MTA's Outreach Coordinator to check into it.

7. **EXECUTIVE SESSION:** The Board Chair indicated that the meeting was going to be moving into an Executive Session pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. The Chair invited all voting members of the Executive Session and Haley Dorian, Human Resources Generalist, to remain in the room. The Board Chair stated that the public meeting may be called back into session in 15 minutes, which would be 1:35 PM. At 1:35 PM, the Board Chair stated that the public meeting may be called back into session in another 10 minutes, which would be 1:45 PM. At 1:45 PM, the Board Chair stated that the public meeting may be called back into session in another 10 minutes, which would be 1:55 PM. *[Board member Shutty left meeting at 1:54 PM. Meeting still in quorum status.]* At 1:55 PM, the Board Chair stated that the public meeting may be called back into session in another 10 minutes, which would be 2:05 PM.

8. **RESUME OPEN SESSION**. The Board Chair called the meeting back into open session at 2:06 PM and the following action was taken:

   It was **moved** that Mason Transit Authority grant Amy Asher, the General Manager a 1.5% increase. **Martin/Sheridan. Motion carried.**

   Board members stated that Ms. Asher was doing a stellar job and carrying 3 jobs for awhile and 2 jobs currently. Other praises included, "Thank you for your excellent hard work and leadership through example as you represent MTA and this community." "So impressed with your work and appreciate all your hard work." "What can the Board do to support you?" "How can you improve on a 10?" "Successful and exceeds expectations."

   Comments regarding looking ahead in the next year included:
   - Creating a form of expectations for next year and evaluation form based on those expectations being met.
   - Once the Finance Manager position is filled, the Board would like to have Ms. Asher begin developing the future planning and direction of MTA (not just for 2024, but maybe 10 years in the future). Ms. Asher indicated that she visions changes to the fleet and Admin buildings.

9. **COMMENTS BY BOARD:** [None]

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10. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
April 16, 2024 at 1:00 PM
Hoodsport Fire Hall Meeting Room
331 North Finch Creek Road
Hoodsport

Moved that the meeting be adjourned.

9. ADJOURNED: 2:18 PM